



- Open up PowerPoint
- To insert a photo: go to the Insert menu> picture > from file (and locate the photo)> click insert
- Click on the Photo, (if the photo is really big, change the view setting to 25%), resize the photo by dragging from a corner (never a side) It is fine if the photo spills off the slide in order to get the whole photo on the slide
- Using the Picture toolbar, make desired changes to your image.
- Make sure the Draw toolbar is available: View > toolbars > Draw
- Select textbox icon and draw a box over the photo, type in textbox (can change font style and size by going to format > font)
- Double click on textbox, make sure you are on the "Color & Line" tab, under "fill color" select white, transparency level around 70 (the higher the number the more transparent). Under "Line color" choose black.